

14 July 1972

MEMORANDUM FOR: All Deputy Directors and Staff Chiefs

SUBJECT Annual Management Report

1. Reference (b) requires the submission of an Annual Management Report to the DDS by COB 8 August 1972. This is in addition to the Agency Annual Report requested on 11 July 1972. In addition it requires a status report of progress by the Director of Security to the DDS on 1 August 1972.

2. Each Directorate and Staff should prepare a consolidated report containing the following sections (see attachments to reference (b).)

- Section II - Priority Improvement Projects
- Section IV - ADP Improvements
- Section VI - Productivity Improvements
- Section VII - Cost Reductions

3. The following guidance is offered:

(a) Section II - You should use as the bases for this section, the "Management Effectiveness Goal" and "Cost Reduction Goals" for FY 1972 you submitted during June 1971 in response to our memorandum entitled Annual OMB Management Improvement Plans/Report dated 24 May 1971

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and the Office consolidated report which is attached hereto. Only those goals which are reasonably significant in terms of achieving some Agency management or operational or cost reduction goal should be used. Quality and validity are more important than quantity. You should also include reasonably significant new management effectiveness or cost reduction goals. In this case the "past year objectives" column will not be utilized.

(b) Section IV - This section is to be prepared by SR&CD. We will forward circular A-83 as soon as a copy can be obtained.

(c) Section VII - The bases for this section are those Cost Reduction Goals and Accomplishments not reported in Section II.

4. It has not yet been determined whether Section V-Management of Federal Reports, is to be prepared.

5. In order to meet the 1 August 1972 interim report requirement you are requested to submit to the Chief, Executive Staff on or before COB 26 July 1972 a copy of the work done on each of the four sections together with a statement of any problems you are encountering in preparing the report. Your completed consolidated report should be submitted to Chief, Executive Staff by COB 3 August 1972.

6. Any questions concerning this requirement should be directed to [redacted]

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Chief, Executive and Planning Division

Attachments

Distribution:

1 - Deputy Directors and Staff Chiefs, w/att

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